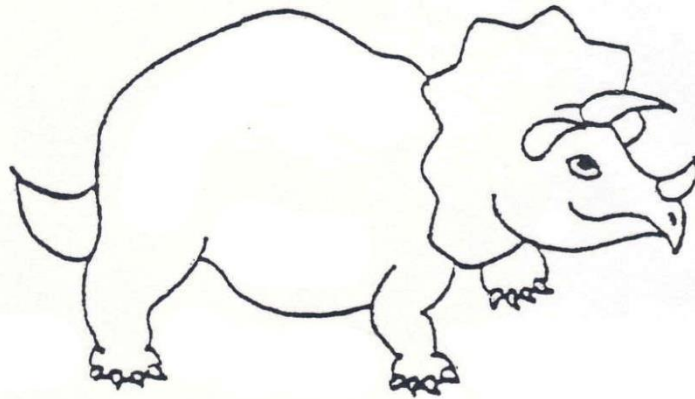


West Side Preschool Parent Handbook

2021-2022

Adapted for COVID-19



Building the Foundation for a Lifetime of Learning

"I hear and I forget. I see and I remember. I do and I understand." Confucius

Serving the Tri-Cities for over 55 years

615 Wright Ave., Richland, WA. 99352,
Phone: (509) 946-4656, ext.2 Fax: (509) 943-1900
E-Mail: preschool@westside1.org Church: info@westside1.org
Facebook: West Side Preschool

Website: www.westsidepreschool.org

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West Side Preschool is a ministry of West Side Church, under the care of Session, and does not discriminate on the basis of race, color, religion, national or ethnic origin in the administration of its educational offerings, admission policies, scholarship or other school administered programs.

Enrollment is open to all provided we can meet the needs of the child. Should an aide be required to personally guide the child for the safety and management of the class, the cost of the aide will be passed along to the family. We will work with the family to address and support the needs of the child.

There are no **Washington State Licensing Requirements** for our program because **West Side Preschool is a part-day, part-week private preschool**. We are, however, in voluntary compliance with the **Washington State Child Day Care Licensing Requirements**. A copy of these requirements is available in the preschool office.

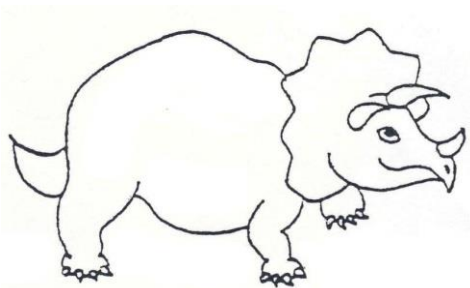
West Side Preschool Contact Information

Preschool Director: 380-6341 BA Special Education, CWU
 Patty Parkman MA School Counseling, WWU

Co-Op Officers:

President: TBD
 Treasurer: Gail Kroll Preschool Office: 946-4656

Teacher	Phone	College or University attended
3 Year Old Class		
Patty Parkman	380-6341	BA Special Education, CWU, MA School Counseling, WWU
Collette Bickford	430-8527	BA Political Science, WSU
Pre-K Class		
Karla Hackworth	845-2347	BA Vocational Ed., Northwest Nazarene U.
Krista McElroy	845-1875	BA Social Sciences, WSU
Substitutes		
Denise Anderson	531-3165	BA Theater, Willamette U.
Lauren Caslin	554-0679	BS Geology, Secondary Ed. Certificate, Geneseo College, MS Geology, NC State University



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Statement of Philosophy

West Side Cooperative Preschool welcomes all children and their families to be a part of the preschool experience. We strive to build confidence and trust in the parents and their children by providing a loving, nurturing environment in the context of a co-op experience. *(COVID-19 update – we are currently able to only have one parent in the classroom at this time to reduce contamination from outside our classroom pod.)*

We believe...

- The home is the most important factor in a child's development. We will always strive to support and complement the family in order to promote the healthy development of children and parents.
- The dignity and worth of each child and family is important.
- It is important to meet each child's need for spiritual, physical, social, emotional and intellectual growth.
- Children deserve a nurturing, safe and happy environment that promotes their natural curiosity and desire to learn.
- Children deserve to have teachers who are capable and caring and whose values enable them to be excellent role models.

Our Program

Children in our care are provided with a balanced program of both teacher-directed and child-directed activities and social interaction with others. The daily schedule includes independent choice activities, group times, music, lots of messy art, story times, and outdoor large muscle play.

Our child-centered program is based on the belief that play is the best way for children to learn. Each classroom is organized with areas for creative art, science, language arts, dramatic play, small and large motor development and cognitive growth. The environment stimulates imagination and creativity, socialization, exploration and discovery, while challenging the use of muscles important to developing bodies.

Learning of mathematical concepts, recognition of letters, numbers, shapes, colors and scientific understanding is supported through exploration, trial and error and ah-hah moments as the children play. This allows each child to learn at his/her own developmental pace and style.

***“I hear and I
forget.***

***I see and I
remember.***

***I do and I
understand.”***

Confucius

Goals

General Program Goals

- To provide a developmentally appropriate preschool experience for children.
- To provide parents with the opportunity to participate in the preschool experience with their child, to observe their child among his peers, and to learn and grow with him.

Specific Goals for Your Child

- *Social-Emotional Development:* Our program will support the development of your child's positive social and emotional growth through the fostering of friendships, self-regulation skills, empathy, and the ability to resolve conflict in positive ways.
- *Physical development:* Opportunities will be provided for your child to gain age appropriate large and small motor development.
- *Language Development and Early Literacy:* Your child's language development, both verbal and nonverbal communication will benefit from class experiences and the high adult to child ratio we can provide as a co-op preschool program. Early literacy will develop through experiences with songs, rhymes, games, books, and immersion in a print rich environment.
- *Early Mathematics:* Opportunities will be provided to support your child's acquisition of early math skills such as sorting, categorizing, patterning, one-to-one correlation and numeral recognition.
- *Science:* Experiences will be provided to stimulate your child's scientific curiosity, and promote his understanding of the world we live in.

- *Creative Expression:* Our program will help develop and support your child's creative expression through art, music, movement, and dramatic play.
- *Health and Safety:* Experiences will be offered to foster and reinforce your child's understanding and performance of sound health, nutrition, and safety practices.
- *Social Studies:* Opportunities will be provided to support children's understanding of social roles and rules relating to self, family, community, and our world.

Specific Goals for Parents

- To enable parents to give their child a meaningful preschool experience.
- To provide parents with hands-on classroom time where they will gain a deeper understanding of child developmental needs and can share their experiences with other parents.

We shall never know all the good that a simple smile can do.

Mother Teresa

General Yearly Schedule

- Preschool will begin after the Labor Day holiday and close with a play day at the park during the week before Memorial Day.
- West Side Preschool will observe Richland Public School holidays, vacation, professional days and snow days.
- **Classes will start and end at staggered times to reduce the number of people in the building at a time.**

Pre-K Class Schedule

- Morning classes meet on MWF from 9:00 - 11:30 AM & 9:10-11:40 AM

3-4 year Class Schedule

MWF class meets 9:20-11:50 AM
TTh class meets 9:00-11:30 AM

Discipline

Positive discipline techniques are used to help children learn to make good choices, develop independent problem solving skills, and to internalize basic human values of respect, trust, responsibility, honesty, and caring for others. Desirable social and individual behaviors will be reinforced. Clear and consistent rules and routines will be communicated in a positive way.

Inappropriate behavior is dealt with through redirection, the reliance on logical and natural consequences, and/or, in conflict situations, directed negotiations and problem solving. A child who is consistently unable to demonstrate self-controlling behavior will be given a brief time-out in order to regain control.

If challenging behavior is repeated and/or severe, the parent will be informed and a consultation will be requested between parent, teacher and preschool directors. Severe and/or

repeated uncontrollable behavior by a child may result in his/her permanent removal from West Side Preschool.

Reports, Communication and Conferences

Information regarding special events will be posted in the hall, printed on notes placed in your child's cubby, or in the newsletter sent home each month. Please check as you come for your child, and relay any information to others in your car pool.

Parents may request a conference with the teacher to discuss their child's progress at any time during the school year. Teachers welcome phone calls after school hours when a question or concern arises, as it is difficult to find quality time for such conversations during class hours.

Parents are encouraged to ask questions and express concerns of any kind first to their child's teacher. The directors are also always available for further help or intervention, as are the Co-op President, the Preschool Advisory Committee and the Pastors of West Side Church.

A bulletin board is provided for parents to use for posting items of interest. Announcements and flyers may *not* be sent home to families enrolled in the school. The class lists may *not* be used for business purposes. **(Posting of information will be through the eNewsletters.)**

Please mail party invitations or deal with them outside of Preschool. Invitations delivered at school are easily lost and can cause hurt feelings if not everyone is invited.

***"Every time I pick up the phone,
I'm suddenly irresistible."***

Anonymous Mother

Finances / Tuition

1. There is a \$125 fee per child when a child is registered in a class. Additional children in the same family may register for \$75 each. This registration fee assures the child's placement in the Preschool class and is not refundable.
2. Your tuition payments will be used to pay teachers' salaries and all Preschool expenses. West Side Church generously provides the rooms, utilities, janitorial services and office assistance.
3. **Tuition is due by the 1st of each month.**

Monthly Tuition per child:

2 sessions per week	\$240
3 sessions per week	\$290

4. Monthly tuition payment may be made by, check, cash or auto pay through your bank. *Checks are to be made payable to West Side Preschool.* Cash payments should be enclosed in an envelope stating the child's name and class. *Always include your child's first and last names on the "memo line" on your check.*
5. Tuition will be paid on a nine-month schedule, September through May, regardless of the number of days attended in that month. *Tuition is not refundable if your child is absent from class or if there are "no school" days in a particular month.* Your monthly tuition charge reflects the cost for your child to attend class for the entire school year, including teacher's salary, supplies, insurance, maintenance, etc., divided by nine months.
6. Tuition may be paid in advance.
7. If you enroll before the 15th of the month, full tuition will be charged for that month.
8. If you enroll after the 15th of the month, one-half tuition will be charged. If you withdraw your child from preschool before the 15th of the month, one-half tuition will be charged. If you drop after the 15th, full tuition will be charged. **Two weeks' notice** is required if you intend to withdraw your child from Preschool.
9. A **\$25 late fee** will be assessed for payments received after the 10th of the month, unless other arrangements have been made with the preschool office. A child's enrollment may be terminated if tuition becomes delinquent for more than 30 days.
10. If a check is returned for insufficient funds, you will be asked to make the rest of your payments on a cash basis, unless another arrangement is made with the director. A **\$35 charge** will be made for each returned check to cover the fee we are charged by the bank.
11. Any accounts with an unpaid balance at the end of the school year will be turned over to the Church Finance Office.

*It is a
happy
talent to
know
how to
play.*

*Ralph
Waldo
Emerson*

Health and Safety

General School Policy

1. A child, parent or teacher may *not* attend school sick or with a fever. He/she may *not* attend school if there is a lot of thick, and/or colored discharge from the nose or persistent and productive cough. **Please keep your child home for 24 hours after a fever has broken or after the last episode of vomiting or diarrhea.** Teachers will *not* dispense medication and may send a sick child home, at her discretion. (See reasons for staying home under the COVID-19 Response Plan, pg. 10.)
2. The State Board of Health requires that all children upon entrance or attending any school, including preschool, present **evidence of immunity**. Children must be fully immunized to attend West Side Preschool, unless a medical, religious or personal exemption is filed. There can be NO personal exemption for the MMR.
3. In the case of **lice**, children must be declared nit free by a health care professional before returning to school.
4. **All of the teachers at West Side Preschool are certified in Pediatric CPR and First Aide.** All of the staff, including our aides, have undergone West Side Church's Child Security Training and Screening which includes a nation-wide criminal background check under the Child/Adult Abuse Information Act. A copy of the Church's Child Security Policy is in the preschool office for your viewing.
5. Your child's teacher, a trained aide or one of the preschool directors will change your child's diaper as needed and/or assist your child in the bathroom, encouraging him to be as independent as possible. They will also deal with any bumps, nosebleeds or other situations involving body fluids.
6. Children may *not* be left unattended in the car while older children are brought to class.
7. Families are asked to enter the Parking Lot from Basswood and exit onto Lee. The church parking lot is often very busy and extreme caution should be used at all times.
8. Never let a child you are not responsible for out through the building's doors.
9. Please do not let your child bring weapons (toy or otherwise), candy, or money to school. If weapons are brought, they will be put out of reach of the children and returned at the end of class. Money brought to school gets lost and that causes tears.
10. Please send **your children in play clothes and non-slip shoes.**
 - Play can be messy! We do a lot of creative art and even "washable" paints may stain clothing. (COVID-19 update – we will NOT provide paint smocks for student's use to reduce cross contamination between students)
 - Children are able to use the toilet more easily when wearing pull-up style pants like sweat pants. Belts, suspenders, and overalls are difficult for the children to manage themselves and can be the cause of wet pants.
11. **Dress your child for the weather. We always go outside!** Please make sure your child brings a coat, hat AND mittens if needed to play outside. *Write names in coats, sweaters and sweatshirts.*

Allergy Alert!

West Side Preschool and this West Side Church building are Peanut and Nut free Areas.

We have several children enrolled in our preschool classes this year who are allergic to peanuts and/or all nuts. This is a serious health hazard for these children.

*We ask that you wash your child's hands and face thoroughly, and even change their shirt if necessary, before sending them to preschool when they have eaten anything that might contain nuts or a peanut product. Several of the children are known to be **allergic to any contact** with a peanut or nut substance. A little smear of peanut butter transferred from a child's finger onto a toy or doorknob could be potentially fatal.*

***West Side Preschool
and this
West Side Church building
are
Peanut and Nut free Areas.***

Emergency Policy



West Side Preschool has emergency procedures in place that all staff are familiar with. All classes practice emergency exit drills on a monthly basis so that students will be familiar with exiting the building should an emergency arise that requires us to leave the

Poor Weather Policy



West Side Preschool always follows the Richland Public School District closure decision when there is bad weather. Please listen to your Radio – KONA 610 AM for school closure information.

- If Richland Schools are delayed 2 hours, morning preschool classes will be canceled, and afternoon classes will be on time.
- If Richland Schools are closed for the day, West Side Preschool will be closed also.

Closures will be posted on Class Dojo, our school communication platform.

We don't like to cancel school but we don't want you driving to school if the roads are unsafe.

Ways to stay informed about school closures and delays:

- Listen to KONA 610 AM Radio
- Check the RSD website: rsd.edu
- Sign up for the Richland School District weather closure/delay announcements via email or push notification. You can sign up by going to: flashalert.net/id/RSD

Snow Days Reimbursement Policy

Up to three canceled days per class will be allowed without any compensation. After three canceled classes, an adjustment will be made toward tuition

West Side Preschool COVID-19 Response Plan – Based on guidelines developed by the Washington State Department of Health

TEMPORARY PLAN: A more comprehensive update in consideration of CDC recommendations will be completed later this summer.

1. Adults and students are required to wear masks while at WSP.
2. All classes will start and end at different times to reduce the number of people gathered at the preschool entrance for check in and pick up times.
3. Each child will need an attestation form filled out and signed by their parent each day before entering the building. Preschool will provide a supply of the forms to have on hand at home.

Child's Name	
Date	Temperature

If your child or any household member is experiencing any of the following symptoms, please keep your child home.

- **Fever (100.4° F or higher) or chills**
- **New cough**
- **Shortness of breath or Difficulty breathing**
- **Sore throat / runny nose / nasal congestion**
- **Muscle aches or body aches**
- **Vomiting or diarrhea**
- **Recent loss of taste or smell**

My child and household members have not experienced any of the symptoms mentioned above that I cannot attribute to another health condition within the last day. And my child has not been in contact with someone known or presumed to have COVID-19 within the past 14 days.

Parent/Guardian Signature

4. Parents and children will wait outside the preschool entrance maintaining appropriate social distances until their child is welcomed into the building.

5. Children will be checked into preschool and picked up by their parents **outside** the preschool entrance. WSP staff will be with the children at all times once they enter the building.
6. All children and adults will use hand sanitizer when they enter the building.
7. Children and adults will wash their hands or use hand sanitizer each time they transition to a new room.
8. There will be no more than 15 students in a class plus three adults - the teacher, a classroom aide and a parent helper.
9. We will only have one parent helper each day in the classroom at this time.
10. Teachers will encourage, but cannot guarantee, social distancing during whole group activities with markers on the floor for children to stand/sit on.
11. Teachers will encourage, but cannot guarantee, the wearing of masks by the younger children. For those in the 3's classes, if a child is fiddling with their mask, pulling it off, etc., we will simply ask the child to place it in their cubby for "a mask break". Masks will be needed for walking in the hallways. A face shield may be another option for some children.
12. There will NOT be a snack served during class. Students will be offered water breaks when needed.
13. If any child or staff member develops signs of COVID-19 while at West Side Preschool, they will be removed from the classroom and supervised in a separate room until the sick person can leave. The room will be aired out, cleaned and disinfected after they leave.
14. We will follow the BFHD recommendations for response protocols for someone undergoing testing for COVID-19, testing

positive for COVID-19 or their daily self-monitoring indicates they have been exposed to a positive COVID-19 person or have symptoms.

15. If you **test positive** for COVID-19, have symptoms, or are identified as a close contact of someone who has COVID-19:
 - **CONTACT** the Preschool office right away. We will maintain confidentiality
 - We will ask you to stay home to isolate or quarantine as appropriate.
16. If WSP cannot function due to insufficient teaching or support staff, it will close temporarily and provide online instruction until it's been determined that it is safe to re-open.

Response to Someone Reporting Symptoms of COVID-19 or a Positive Test Result

1. WSP will inform all staff and families within a class if we receive notification of a positive COVID-19 test. Family confidentiality will be maintained. Close contact (exposure) will be assumed and class will be cancelled for 14 days as everyone will be in self-quarantine.
2. Close contact is defined as being within 6 feet of someone with COVID-19 for 15 minutes or more.
3. Notification will be by phone or text.
4. If there are two reported cases of COVID-19 that are not from the same class, we will work with the BFHD to determine if a WSP closure is needed.

When to Stay Home

1. If any child and/or household member has been in close contact with someone known or presumed to have COVID-19 within the past 14 days, the child should quarantine at home for 14 days from the day of exposure. Monitor for symptoms. Consider testing at day 10 even if no symptoms are present. However, a negative test after exposure does not shorten the 14 day quarantine period.
2. If symptoms of COVID-19 develop, the child/household member should stay home (self-isolate) for at least 10 days after symptom onset, and at least 24 hours after fever has resolved and symptoms have improved. Testing is recommended if there was also known exposure to COVID-19.
3. If you are contacted by public health as having recently been in close contact with someone with COVID-19.

Should the CDC modify and revise isolation and/or quarantine guidelines, we will follow the new recommendations. Please do what is best for your family.

Contact the Preschool Office at 509.946.4656, ext. 2 when you are either self-isolating or quarantining. WSP will consult with BFHD to determine the correct course of action.

Each family should be screening for potential symptoms among family members. Stay home for the day to see if symptoms might be related to another illness. If there has been no known contact with anyone who tested positive or is being tested for COVID-19, then you are cleared to return to class.

For the Latest Local Information:

Refer to the **Benton Franklin Health District** website for COVID-19 information.

What is “Play-Based Learning?”

We believe West Side’s play based curriculum, customized to the developmental needs of children, offers the *most successful learning environment for children. Children are active learners, and we provide an active environment for children to learn!*

Below is a child’s view of play-based learning:

What I Learn at the Sand Table

I learn about weight and volume.
I learn to pour, dig and measure.
I develop social skills.
I learn through imaginative play.
I develop hand eye coordination.

What I Learn at the Block Center

I learn the concept of placement.
I learn the concepts of location.
I learn how to create things.
I exercise my imagination.
I learn how to solve problems.
I learn how to cooperate.
I learn how to sort and organize.

What I learn in Social Studies and Science

I learn that I am like other people.
I learn that I am also different from others and special.
I learn how to communicate.
I learn that everything changes.
I learn to follow important rules.
I learn about water and land.
I learn how to compare.
I learn how to follow directions.

What I Learn in Mathematics

I learn to count, by counting cows as I build a fence for them in the block corner.
I learn to sort and organize dinosaurs.
I learn to compare and contrast.
I learn to follow directions.
I learn to follow rules.

I learn how to solve problems.
I learn about weight and volume.
I learn to measure things.

What I Learn at the Playdoh Table

I learn I can create.
I use small and large muscles.
I let out aggression and frustration.
I learn about textures.
I develop my vocabulary.

What I Learn in Dramatic Play

I learn to express myself in words.
I try different child/adult roles.
I learn how to negotiate.
I learn how to sort and organize.
I learn how to make decisions.
I learn how to use language.
I learn how to be creative and imaginative.
I learn how to use symbols.

What I Learn in Music

My sense of rhythm develops.
I learn how to sing.
I learn about musical patterns.
I create simple melodies.
I learn where sound comes from.
I distinguish high and low sounds.
I distinguish loud and soft sounds.
I learn how to imitate sounds.

What I Learn in Language Arts

When I read picture books, and am read to...
I learn that books contain meaningful symbols.
I learn about characters.
I learn about beginning, end, and sequence.
I create my own stories.
I learn how to listen to a story in a group.
I learn about the letters in my name.

I am building the foundation for a lifetime of learning.

Recycling

*Please save the following for us...
We are great recyclers!*

These Items we use a lot:

- **Hard plastic screw top lids**
 - **Clear plastic lids**
 - **Junk** - small interesting pieces, like what is found at the bottom of the toy box - for treasure gluing.
 - **Frozen Juice Cans** - 6oz. only - Please wash.
 - **Pickle Juice** Shot bottles w/ lids
 - **Plastic juice bottles** (6-10oz) w/ lids
 - **Wood Pieces** - small for "wood gluing" - larger pieces of soft wood for children to nail at the carpentry corner. Please do not send pressure treated wood pieces or plywood.
 - **Cans - Campbell Soup (10 ¾ oz.) and vegetable size (approx. 15 oz. size).** Please wash and remove labels.
 - **Styrofoam Meat Trays** – Please wash in dishwasher.
 - **Nails**
- Tennis Ball cans and lids, empty
 - Margarine Tub lids, Cool Whip Lids, large
 - Oatmeal Cans, cardboard, any size
 - Paper: computer, any other!
 - Scraps of Lace and Rickrack
 - Stickers
 - Buttons
 - Toilet paper tubes and Paper Towel tubes
 - Yarn
 - Working office equipment for the children to use – typewriter, adding machine, etc.
 - Small rhinestones
 - Sequins

*"If a child is to keep his
inborn sense of
wonder... he needs the
companionship of at
least one adult who can
share it, rediscovering
with him the joy,
excitement, and mystery
of the world we live in."*

Rachel Carson

Please wash all donations before bringing to the preschool. We have students with severe allergies that we don't want to inadvertently expose. Many items can be placed in the dishwasher and cleaned very easily.

Thank You!

YOUR FAMILY'S CO-OP AGREEMENT with West Side Co-op Preschool

West Side Preschool is a Cooperative Preschool, and the participation of the child's family is essential to its function. Therefore, the following agreement is necessary.

I HEREBY AGREE TO:

1. A reduced parent co-op experience to minimize possible COVID-19 transmission. In order to provide the safest environment and experience there will be a maximum of 15 students in a class under the supervision of the teacher, a dedicated aide to maintain consistency within the class and 1 parent helper per class. This involves the following:
2. Cooperate in the work of the Preschool by providing a family member to *participate regularly in my child's classroom for the entire class period on the days I am assigned.*
 - a. I will arrange childcare for my other children when I am participating in the classroom.
 - b. I will arrive 10 minutes before class time on my helping day.
 - c. When I am unable to be present on the day I am assigned, I will arrange for another adult member of my immediate family to do so, *or* I will trade my workday with another family in the class, *or* I will hire a Paid Parent Helper for **\$35**. I will bring the \$35 on the next day of my child's class if I am unable to bring it the day the Paid Parent Helper works.
 - d. *As a member of the co-op, I believe our family benefits greatly from the time we spend together in class. However if circumstances prevent our family from participating, I understand that I may cover a few or all our helping days with a paid parent helper. If I fail to find a replacement for myself on my assigned workday and the teacher is left shorthanded in the classroom, I will pay a \$50 penalty fee. If a third time occurs my child's enrollment may be terminated.*
3. Each family will be responsible for the following actions as their part in keeping the preschool open.
 - a. Perform home prescreening for symptoms whose occurrence would require my child to stay home.
 - b. Stay home if there is any family sickness. **Notify WSP** if symptoms of COVID-19 develop, a family member has tested positive for COVID-19, there's been exposure to COVID-19, or been close contact with someone known or presumed to have COVID-19.
 - c. Practice isolation or quarantining as necessary
 - d. Wear a mask – both child and adult – while at WSP.
 - e. Provide a signed and completed attestation form at my child's Check-In time which will be outside the preschool entrance and maintain appropriate social distancing.
 - f. Arrive during the staggered Check-In and Pick-Up times for the morning sessions to minimize group sizes and cohort mixing.
 - g. Provide a complete change of clothes for my child to have on hand in case they are needed.
4. **Pay the \$50 COVID-19 Cleaning Fee.** This is due in September along with the September tuition. WSP staff will be cleaning & disinfecting daily and will also do any additional cleaning needed. This fee helps cover the extra costs.
5. **Pay the monthly tuition fee by the 1st of the month,** October through May. A **\$25.00 late fee** will be assessed for payments received after the 10th of the month.
6. Inform the preschool of my child's developmental disability or special needs prior to registration. If I fail to do so, the preschool reserves the right to determine the best placement for my child in order to provide the best learning environment possible and keep within our limit of one child with special needs per class.
7. Allow Preschool to use my child's picture on the West Side Preschool Facebook page. No names are ever posted. Inform the preschool office if I do not want his/her picture on Facebook. Also, before posting any pictures I've taken in class, have them approved by the teacher.
8. Release West Side Church, West Side Preschool Advisory Committee, and West Side Preschool and its teachers from any liability in case of accident. It is understood that all due care will be taken for the safety of all children, but with small children the unexpected may happen
9. Should an aide be necessary for an individual child for the safety and management of the class, the cost will need to be covered by the parent.

I UNDERSTAND THAT:

1. **Full tuition is required** for each month my child is registered to attend, **regardless of the number of days he/she actually attends.** Tuition is due on the first of each month.
2. **Tuition may be paid in cash, by check, or automatic bill pay.** If a check should be returned for insufficient funds, a **\$35 fee** will be charged. Delinquent accounts may be turned over to a collection agency. My child's enrollment may be terminated if tuition becomes delinquent more than 30 days.
3. **Two weeks' notice is required if I decide to withdraw my child from Preschool.** *I am responsible for tuition and helping days up to and including the period when such notice is given.*
4. West Side Preschool follows the **Richland Public School Calendar** for vacations, holidays, professional days and school closures due to bad weather.

5. West Side Preschool will not hold classes for several days during one of the following: Teacher Planning Retreat (October), or the National NAEYC Preschool Convention (November).

6. We reserve the right to determine the best classroom selection for your child. Age alone is not the only criteria of a child's readiness to participate successfully in a class.

7. Because children and adults are often highly allergic to fragrances, and I understand that wearing perfume, cologne, hair spray or other scented substances to school may cause severe allergic reactions, I agree that I will not wear such items to school or allow my child to do so.

This agreement was signed at the time you registered. This is your copy of the agreement.